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Retreat Information Form

Please fill out this information sheet and return to the Ranch by mail, fax, or email. This information sheet and a **\$500 deposit** are necessary to reserve your retreat. Your retreat will not be held or booked unless this information sheet is returned. Your retreat will not be considered booked until you have received your retreat contract.

Group Name: _____

Type of Group (Youth, Ladies, Church etc.): _____

Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Contact Address: _____

Approximate #'s (minimum 50 for Jackson Hall, 20 for Lodge) _____

Requested Retreat Dates: _____

Please indicate your choices/requests by checking the boxes below:

Facility	Length of Stay	Programs
<input type="checkbox"/> Jackson Hall	<input type="checkbox"/> One Night	<input type="checkbox"/> No activities
<input type="checkbox"/> The Lodge	<input type="checkbox"/> Two Nights	<input type="checkbox"/> Your choice of 4 recreational activities
<input type="checkbox"/> Cabins (May 15 – Oct 15)	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Horsemanship + 3 recreational activities

Recreational Activities We Offer




- | | |
|--|--|
| <ul style="list-style-type: none"> • Horseback Riding (Trails or Lessons) • Horse Science • Archery • Climbing Tower • High Ropes | <ul style="list-style-type: none"> • Outdoor Education – Nature • Outdoor Education – Fire Building • Team Building Activities • Initiative Course |
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Check-In & Check-Out Information

Standard Check-in & Check-out Times	
Weekend	Midweek
Check-in: 5pm or later Check-out: Before 1pm	Check-in: 9am or later Check-out: Before 4pm

If your group requires Check-in/Check-out times different from our standard times please request.

Requested Arrival Time: _____ Requested Departure Time: _____

Retreat Deposit	
Please Circle:  Mastercard  Visa  Cheque	Card Number: _____
Name of Cardholder: _____	CVC # _____ Expiry Date: _____
Address: _____	

Jackson Hall bookings require a second deposit of \$750.00 3 months before your retreat date. The date the second deposit is due will be listed on your retreat contract.

Signature: _____ Date: _____

Next Steps in the Booking Process

Once we have processed your information form and arranged deposit payment, we will send you a retreat contract. Depending on your package choices, you will receive the following information (only the things that apply to your specific retreat):

- General Information Package
- Menu
- Allergies and Dietary Restrictions Form
- Program Request Form
- Horsemanship Waivers
- Insurance Info